

ASOTIN COUNTY HEALTH DISTRICT
Asotin County, Washington
January 1, 1989 Through December 31, 1992

Schedule Of Findings

1. District Payroll Charges Should Comply With Federal Regulations

The district improperly charged budgeted payroll costs as actual costs to federal programs. These charges were not adequately supported by properly approved time sheets and leave records.

The Office of Management and Budget (OMB) Circular A-87, Attachment B, states in part:

(10)(b) Amounts charged to grant programs for personal services, regardless of whether treated as direct or indirect costs, will be based on payrolls documented and provided in accordance with generally accepted practice of the State, local, or Indian tribal government. Payrolls must be supported by time and attendance or equivalent records for individual employees. Salaries and wages chargeable to more than one grant program or other cost objective will be supported by appropriate time distribution records. The method used should produce an equitable distribution of time and effort.

Lack of documentation results in payroll costs being charged to federal programs which varies from resources that were actually dedicated to that program. Actual salary and benefits that should have been charged to federal programs could not be determined in the absence of a system that meets the federal requirements.

We recommend the district implement a time reporting system that complies with OMB Circular A-87 for all federal programs that are charged through payroll. These charges should be properly supported by approved time sheets and leave records.

2. The District Should Maintain All Necessary Records

The district did not retain manual and computer generated warrant registers for food checks distributed through the Special Supplemental Food Program For Women, Infants, and Children for the periods of January 1, 1989, through December 31, 1991.

The *Special Supplemental Food Program for Women, Infants and Children Manual* prescribed by the Department of Social and Health Services states in part:

The following records must be retained at the clinic site according to the length of time listed below.

. . . 2) Computer Check Register	5 years
3) Manual Check Register	5 years

District officials stated that the registers had been misplaced and they were unable to locate them during the audit. The lack of these documents prevented us from determining whether or not the district properly accounted for unissued, issued, and redeemed food instruments.

We recommend the district ensure that all records are safeguarded and retained in accordance with applicable records retention requirements and that these records be available for audit.